



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 6-6-74	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 1		Date Received JUN 12 1974	Application No. 74-187 JUL -2 1974
3. AGENCY, Division, Subdivision & Administering Office Address Department of Veterans Service (Education Division) 1 Hunter Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Harry B. Brown, Jr.	5. Working Title RMO
		6. Tel. No. 656-2332	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates Earliest to date	9. EXACT SERIES TITLE Veterans Training Files (Field)
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10. What function performed resulted in creation of this series

The mission of the Department of Veterans Service is to serve the veterans of Georgia, their dependents and survivors in all matters pertaining to veterans affairs by informing the veteran population and their families about all veterans benefits, and by directly assisting and advising veterans and their families in securing the benefits to which they are entitled.

As State Approving Agency under a reimbursement contract with the Veterans Administration this department approves and supervises all institutions and establishments in Georgia which offer education and training under the provisions of Chapters 34, 35 and 36, Title 38, U.S. Code.

11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any

Documents relating to establishments approved for veterans training such as Institutions of Higher Learning (IHL), Institutions Below College Level (BCL), Flight Schools and On-the-Job Training (OJT). File includes approval documents and changes thereto and copies of periodic evaluations conducted by this office and the Veterans Administration. File is arranged alphabetically by name of training establishment.

Sample attached.

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	28.5	43.2	FLOOR SPACE OCCUPIED (Square Feet)	3.0		4.5	
Legal-size File Drawers	2	4.0		In Office(s) 98 sq. ft.		In Storage Area(s)	
Standard Boxes	1	1.0	By Annual Accumulation	This Year's	Last Year's	Preceding Year's	All Prior Years
Figures represent statewide accumulation.			AVERAGE DAILY REFERENCES	12	12	9	6

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☐ YES ☒ NO
14. Is there a duplication of this series in another office or agency?
Record copy is in Atlanta office. ☒ YES ☐ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed?
Copies could be obtained from record copy. ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Is the series affected by Federal or grant funds? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept See Item 25 years:

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Georgia Code Annotated 78-413

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area _____ month(s)/_____ year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold _____ year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or _____ year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area _____ year(s), then transfer to Archives permanently.

E. ☒ Other Upon withdrawal of approval of institution or training establishment, withdraw from active file and place in inactive file; cut off inactive file at end of each

(Indicate briefly rationale for recommendations above/or write additional remarks):
fiscal year; hold in current files area for 1 year; then destroy.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by	Recommendations prepared by	Approved for Division Date	Records Management Office Date
			6-6-74
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency	Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Director, Archives & History	6-6-74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State	6-26-74
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Governor of Georgia	6-26-74